

FDCH RECRUITMENT POLICY, TRANSFER BETWEEN SPONSORS, AND RECIPROCITY BETWEEN SPONSORS

PURPOSE: To set forth the CACFP recruitment policy for sponsors of family day care homes in Indiana.

SCOPE: Indiana Family Day Care Home Providers participating in the Child and Adult Care Food Program (CACFP).

DESCRIPTION: **I. Management Plan**

a. The Sponsor adheres to this Recruitment Policy, which is part of the Sponsor's management plan.

b. The Sponsor provides a copy of this Recruitment Policy to all staff. The Sponsor instructs its staff to abide by this Recruitment Policy.

II. Geographic Service Area

a. The Sponsor's management plan identifies a geographic service area in which services will be provided. Counties determine a geographic service area.

i. The Sponsor will amend its management plan when it changes its geographic service area.

ii. When a Sponsor's geographic service area changes, the Indiana Department of Education will update the website.

iii. If the Sponsor has a provider who moves out of the Sponsor's geographic service area, the Sponsor may amend its management plan to include the provider's new county so the provider may remain with the Sponsor.

III. Recruitment of New Providers

a. A new provider is defined as one who is not participating in the Child and Adult Care Food Program. The Sponsor may actively recruit any **newly licensed or certified LLEP provider. Providers who do not have a hard copy of their license or LLEP certification are not eligible to sign an agreement with a sponsoring organization.**

b. The Sponsor may not enter into an agreement with a provider who has signed an agreement with another **Sponsor and/or who has not received a copy of the license or LLEP certification to operate.**

i. The Sponsor asks each prospective provider if s/he has a current agreement with another Sponsor. If the provider indicates s/he has a current agreement with another sponsor, direct contact/recruitment of the provider ceases while the current agreement is in effect.

ii. The Sponsor informs each new provider that it is the provider's responsibility to sign an agreement with only one Sponsor.

iii. The Sponsor's agreement with the provider becomes effective upon signatures by both Provider and Sponsor.

c. Any type of communication initiated by the Sponsor must not mislead new providers about Child and Adult Care Food Program regulations and enforcement of regulations. Examples such as, but not limited to:

- **Indicating the sponsor is responsible for a specific area of the State**
- Reimbursement rates
- Required training
- Monitoring
- CACFP fund disbursement

IV. Recruitment of Participating Providers

a. A participating provider is defined as one with a current agreement with any Indiana Sponsor. The Sponsor is prohibited from initiating direct contact/recruitment with another Sponsor's participating provider for the purpose of persuading the provider to transfer to another Sponsor.

i. The Sponsor asks each prospective provider if s/he has a current agreement with another Sponsor. If the provider indicates s/he has a current agreement with another sponsor, direct contact/recruitment of the provider ceases.

b. The Sponsor is prohibited from soliciting the influence of third parties (Licensing consultants, other providers, friends, relatives, etc.) for the purpose of persuading a provider to transfer to another Sponsor.

c. Direct contact/recruitment includes, but is not limited to:

i. Telemarketing calls to participating providers.

ii. In-home visits with participating providers prior to intent to transfer sponsorship that has been initiated by provider.

- iii. Offers of cash or other incentives for changing Sponsors.
- iv. Mailings with content designed to persuade participating providers to transfer to another Sponsor.
- v. Presentations initiated by the Sponsor specifically designed to persuade and instruct participating providers to transfer to another Sponsor.
- vi. Any other type of communication initiated by the Sponsor specifically designed to persuade and instruct participating providers to transfer to another Sponsor.

d. Direct contact/recruitment does not include:

- i. General promotion and publicity materials such as yellow pages advertising, newspaper and broadcast advertising, public service announcements, televised training, posters, web sites, etc.
- ii. Mass mailings about other child care services provided by the Sponsor, such as resource and referral, business and tax classes, general nutrition training, etc.
- iii. Booths or exhibits and resource materials distributed at conferences, child care fairs, open houses, shopping malls, county fairs, and other places accessible by the public.
- iv. Workshops or training activities at conferences directed toward childcare professionals.
- v. General informational workshops or meetings about the Child and Adult Care Food Program that are not designed for recruitment purposes.

V. Transfer between Sponsors

- a. A provider may transfer from one Sponsor to another Sponsor during September. Transfer will be effective October 1, per State approval.
 - i. The provider initiates a change of Sponsor.
 - ii. The new Sponsor provides a copy of the Change of Sponsor Form to the Department of Education. It must have the signature of a representative of the previous and the new sponsoring organization.
- b. A provider may transfer from one Sponsor to another Sponsor outside of October 1 at the discretion of the DOE.
 - i. The provider must put the request in writing and submit it to the Team Leader, Child Nutrition Programs.

- ii. The Indiana Department of Education will review the request and determine if it will be approved or denied.
- iii. The Indiana Department of Education will notify the Sponsors of these requests and decisions in writing.

VI. Reciprocity between Sponsors

- a. Sponsors agree to permit providers who participate with another Sponsor to attend and participate in any training activities offered by the Sponsor.
 - i. The Sponsor may give priority to its own providers, allowing attendance by providers from another Sponsor on a space available basis.
- b. The Sponsor agrees to provide documentation of attendance training hours to providers who attend any training activities offered by another Sponsor.
- c. The Sponsor may accept documentation of attendance and training hours that have been awarded to its providers from another Sponsor.

A declaration of serious deficiency will be given to any sponsoring organization that violates this policy instruction.

This policy instruction shall pertain to every family day care home sponsoring organization that has a contract with the Indiana Department of Education to operate the CACFP, and this revision is effective July 16, 2014.

SOURCE: Indiana Association of Family Day Care Sponsors, Inc., June 2004. Indiana Department of Education, School and Community Nutrition